



**Vermont's Implementation Plan
For
The National Incident Management System**

May 9, 2012



**VERMONT HOMELAND SECURITY UNIT
MEMORANDUM**

TO: First Responder Community
FROM: Captain Chris Reinfurt, Director, Vermont
Homeland Security Unit
DATE: May 9, 2012
SUBJECT: Vermont's NIMS Implementation Plan

Chris Reinfurt

I would like to thank the working group for their hard work and dedication to public safety. Below are the members of the working group who developed this plan:

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VERMONT'S IMPLEMENTATION PLAN FOR THE NATIONAL INCIDENT MANAGEMENT SYSTEM

INTRODUCTION

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all First Responder organizations and other critical agencies to work together effectively during a domestic incident or event. Homeland Security Presidential Directive #5 (HSPD-5) directs Federal Departments to make the adoption of NIMS by the States a condition of eligibility for Federal preparedness grants (see Appendix B - Federal Preparedness Grants Impacted by NIMS Compliance) by Federal Fiscal Year 2007 (October 1, 2006). Vermont will comply with this Directive by implementing this plan.

This plan is relevant to all first responder organizations, emergency support personnel, elected and appointed officials, representatives in municipalities with emergency response and support responsibilities, as well as identified hospital personnel, school officials, and private industry and non-governmental organizations.

The NIMS provides for a consistent, flexible framework within government and private entities at all levels so they can work together to manage a domestic crisis. The NIMS integrates best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards environment. The five components that make up the NIMS are:

- Preparedness
- Communications and Information Management
- Resource Management (Mutual Aid)
- Command and Management (ICS)
- Ongoing NIMS Management and Maintenance

The state of Vermont has complied with or shown progress towards these mandates, which are outlined in the FY 05, FY 06, FY 07, FY 08, FY 09 and FY 10 NIMS metrics included in Homeland Security Presidential Directive #5, by the following actions:

- Governor James Douglas signed an Executive Order on behalf of Vermont mandating the adoption of NIMS by all first responder agencies.
- Many local governments have adopted NIMS by Legislative Proclamations.
- Many first responders have received class instruction on or completed a web-based class for IS 700/IS 700.a, an introduction to the NIMS.
- The working group has agreed that a baseline measurement of success and progress will be conducted annually using the Federal Fiscal Year (October 1). The

measurements or metrics shall be assessed through a NIMS survey that will be sent to all stakeholders for completion.

- Based on the FY06 NIMS Baseline Survey, progress will be measured annually and strategies will be put into place to assist stakeholders in achieving success and progress.
- The completion of the annual NIMS survey is required as a condition to receiving Federal Preparedness Grants.
- Each agency and entity must clearly demonstrate progress is being made to meet NIMS compliance standards.
- The working group has adopted one ICS curriculum for Vermont's emergency personnel. This curriculum includes the merging of the National Fire Academies (NFA) Incident Command System and the National Interagency Incident Management System (NIIMS 100-402) that has been adopted by the National Wildfire Coordination Group and Emergency Management Institute.
- The working group has recommended, and the Vermont Homeland Security Unit has mandated through its grant awards, that all first responder agencies incorporate and integrate NIMS into existing training and exercise programs, Standard Operating Procedures, and Emergency Operations Plans.
- The Vermont Homeland Security Unit, working in conjunction with Vermont Emergency Management, Local Emergency Planning Committees and Regional Planning Commissions, is promoting intrastate mutual aid agreements for sharing resources within the first and second responder communities.
- The state of Vermont has completed and updated a NIMS compliant Emergency Operations Plan to include a Catastrophic Incident Annex.
- Many municipalities have completed NIMS compliant Emergency Operations Plans.
- All municipalities provided resource information using FEMA's Resource Typing Definitions. This information was entered into a database and submitted to VEM.
- Many emergency response agencies provided resource information using FEMA's Resource Typing Definitions. This information was entered into a database and submitted to VEM.
- Single points of contact have been established in all emergency response agencies and municipalities in Vermont.
- A credentialing working group has been formed to begin initiating development of a statewide identification and credentialing system.

While this plan addresses how the above strategy for NIMS compliance will be implemented, planning activities are also underway to adopt other components. These other components of NIMS require additional development and planning to enable compliance at a future date.

ACTIVITIES REQUIRED AND GUIDANCE TO MEET THESE MANDATES

ADOPTION OF NIMS BY ALL LEVELS OF GOVERNMENT

Adoption of NIMS by State Entities of Government:

Governor James Douglas signed an Executive Order on the adoption of the National Incident Management System for Vermont's first responder community. This Executive Order mandates that all first responders and state agencies conform to the principles of NIMS. You may view the Executive Order at the following link:

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=03APPENDIX&Chapter=020&Section=00031>

Adoption of NIMS by Local Entities of Government:

Local entities of government are encouraged to adopt NIMS as an incident management system to be used in times of crisis. Adoption of NIMS by a local government will satisfy the requirement of local departments and agencies. The adoption of NIMS is a condition of receiving federal preparedness funds. The recommended adoption template can be found at the following link:

http://hsu.vermont.gov/sites/vhs/files/Sample_NIMS_Adoption_Document.doc

Local governments are encouraged to modify the template to meet their needs.

Adoption of NIMS by Agencies not part of Local Governmental Entities:

Agencies that are incorporated and not part of a local governmental entity are encouraged to adopt NIMS through executive order, proclamation or through minutes of the department meetings. The adoption of NIMS is a condition of receiving federal preparedness funds.

Monitoring formal adoption of NIMS by Departments and Agencies:

The Vermont Homeland Security Unit (VTHSU) is responsible for monitoring the formal adoption of NIMS. Through desk audits, programmatic monitoring visits, coordination with Vermont Emergency Management and the Department of Health, leveraging of federal preparedness grants, and formal NIMS progress surveys, VTHSU will ensure that monitoring is accomplished.

PREPAREDNESS ACTIVITIES (Planning, Training, and Exercises)

Planning (Institutionalize the use of NIMS and ICS):

The Vermont Homeland Security Unit encourages first responder organizations to incorporate NIMS into all aspects of their respective organizations and governmental entities. This includes the incorporation of NIMS into organization's individual training and exercise programs. Governmental entities and agencies (state, town and city) within Vermont are encouraged to integrate NIMS into their Emergency Operations Plans (EOP), Standard Operating Procedures (SOP) and checklists. The integration of NIMS within EOPs, SOPs, and checklists is part of the review process during programmatic monitoring visits conducted by VTHSU.

Vermont Emergency Management is required to maintain an updated State Emergency Operations Plan every four years that is NIMS compliant. This plan must include a “Basic Plan”, State Support Function Annexes, Support Annexes (to include a Terrorism Incident Annex and supporting Appendices), and other Appendices that include the receipt and distribution of resources as outlined in the National Response Framework Catastrophic Incident Annex and Supplement. VEM currently maintains the SEOP and is in the process of updating it.

Vermont Emergency Management, working in conjunction with stakeholders, has developed an all-hazard NIMS Emergency Operations Plan Template for all communities to follow. This plan will allow jurisdictions to develop an Emergency Operations Plan that defines the scope of preparedness and incident management activities necessary for their jurisdictions. This model and corresponding guidance are available for download at: http://vem.vermont.gov/local_state_plans

All municipalities within the State of Vermont must have an Emergency Operations Plan as a condition of receiving federal preparedness funds. Additionally, these plans must be validated annually to verify accuracy and sent to Vermont Emergency Management in digital format. All first responder agencies must validate that they can provide the level of service outlined in their jurisdictions Emergency Operations Plans and have incorporated NIMS into their SOPs, training and exercises as a condition of receiving federal preparedness funds. Preparedness organizations and elected officials should be included when developing and updating Emergency Operations Plans. Special emphasis should be made to plan for special needs populations as defined by Vermont Emergency Management.

Participate in Mutual Aid Agreements:

The sharing of resources has long been a tradition in Vermont. The formal process of establishing written mutual aid agreements will be based on current state and local law as it relates to liability and indemnification. Beginning in FY 06, **all sub-recipients of Homeland Security Grants are encouraged to be a member of a type of mutual aid agreement as a condition of receiving federal preparedness funds.** This ensures that the capability being built with the funds has the greatest impact on the state. At a minimum, a mutual aid agreement should include the following elements:

- Definition of Key Terms
- Roles and Responsibilities of each Party
- Procedures for Requesting and Providing Assistance
- Procedures, authorities, and Rules for Payment, reimbursement, and allocation of Costs if applicable
- Notification Procedures
- Protocols for Communication Plans
- Workers Compensation
- Liability Concerns per Vermont Law
- Recognition of Qualifications and Certifications

These mutual aid agreements (MAA) may include but are not limited to the following:

- Local MAA include neighboring towns as well as municipalities in Canada, New Hampshire, New York and Massachusetts
- Local Emergency Planning Districts MAA as defined by Title 20
- County MAA as defined by law
- EMS Districts as defined by Vermont Department of Health
- Public Safety Districts as defined by Title 20
- Intra-state Mutual Aid (Mobile Support Units) as defined by Title 20
- International MAA (International Emergency Management Aid Compact)
- Regional (North East) or Interstate (Emergency Management Aid Compact)
- Water and wastewater system operators (WARN)

Sample Mutual Aid Agreements and a template may be found at:

http://vem.vermont.gov/local_state_plans

Preparedness Training (Incident Command System):

The Vermont Homeland Security Unit, through its NIMS working group, recommends a standardized Incident Command System curriculum that has been recently developed by EMI. There are twelve components to this training curriculum and each one has a recommended “Target Group”. It is impractical to have all first responders and support personnel trained in ICS. The recommendations made by the working group will guide each first responder agency and other agency executives on their priorities for training.

The Vermont Fire and Police Academies are the lead agencies for the direct delivery of the Incident Command System (ICS) training curriculum for Vermont’s first responder community and relevant support and coordination agencies. These agencies will ensure that all training is delivered in conformance with the National Standard Curriculum Training Guidance.

The Vermont Fire Academy will continue to teach the ICS 100/200 to Vermont’s first responders and emergency support personnel. Additionally, the Vermont Fire Academy has included ICS 100 into the Fire Fighter I course and ICS 200 into the Fire Fighter II course. To request ICS courses from the Fire Academy you must contact the Homeland Security Training Coordinator at 802-483-2755.

The Vermont Police Academy will continue to teach ICS 100-400 and 402 courses. The Vermont Police Academy has included ICS 100 into its full-time basic training program and has mandated it into its “Phase II” part-time officer qualification program. These two programs will ensure that all certified law enforcement officers in Vermont have completed ICS 100. To request ICS courses offered by the Police Academy you must contact the Homeland Security Training Coordinator at 802-483-6228.

The Public Safety Academies will promote and encourage a common sense delivery of NIMS training as identified in the NIMS five year training plan. This delivery will be based on our stakeholder needs and ability to meet the plan. This delivery of NIMS will include all first

responder organizations, emergency support personnel, elected and appointed officials, representatives in municipalities with emergency response and support responsibilities, as well as identified hospital personnel, school officials, and private industry and non-governmental organizations.

The twelve levels of ICS training offered by the two Academies include (see Appendix A – Training Matrix):

- **ICS 100 (Introductory):** This course is designed to introduce emergency personnel to the Incident Command System. It is recommended that all first responders, emergency management and support personnel, critical incident dispatchers, municipal highway department personnel and other relevant positions take the ICS 100 course or as directed by the chief executive of the agency.

The NIMS working group recognizes that the ICS 100 course being offered online, <http://training.fema.gov/emiweb/is/is100b.asp>, is sufficient to introduce the first responder to ICS; however, effective April 1, 2007 the curriculum has changed and it is strongly recommended by the working group that all first responders who will likely advance to the next higher ICS course take residential courses offered by the two Public Safety Academies. The Fire and Police Academies will offer the ICS 100 residential course at the Academies and throughout Vermont on request.

- **ICS 200 (Basic):** This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources. The target audience includes municipal highway department supervisors, first responder supervisors and emergency management directors and coordinators who would likely be tasked to be unit leaders within an ICS structure or as directed by the chief executive of the agency. The Fire and Police Academies will offer the ICS 200 residential course at the Academies and throughout Vermont on request.
- **ICS 300 (Intermediate):** This course is designed to train personnel on advanced applications of the Incident Command System. This course will target all first responder supervisors and mid-level managers of their respective departments and members in a Multi-Agency Coordination Center who would serve within the Command or General Staff or as directed by the chief executive of the agency. The Police Academy will offer the Intermediate (ICS 300) residential course at the Academy and throughout Vermont on request.
- **ICS 400 (Advanced):** This course is designed to train personnel on advanced applications of the Incident Command System during major catastrophes. The working group recommends that chief executives of first responder organizations who would expect to function within a major catastrophe complete the course and evaluate who in their respective departments would need this advanced training. This course targets those personnel who would be in the Command and General Staff during a statewide catastrophic event involving federal resources. The Police Academy will offer the Intermediate (ICS 400) residential course at the Academy and throughout Vermont on request.

- **ICS 402 (ICS for Executives):** This course is designed to orient executives, administrators and policy makers in the Incident Command System. It provides a basic understanding of ICS and multi-agency coordination to those persons responsible for establishing policy, but who are not a part of the on-scene ICS organization. The working group recommends that chief executives (town managers, mayors, selectboards and city council members, school principals, and senior governmental officials) complete this level of training. The Police Academy will offer the Intermediate (ICS 402) residential course at the Academy and throughout Vermont on request.
- **G-191 (Incident Command System/Emergency Operations Center Interface):** Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This working group recommends that senior elected and appointed officials complete this training. Vermont Emergency Management will offer G-191 on request.
- **IS 700/IS 700.a (Introduction to the NIMS):** This course is an introduction to the National Incident Management System Policy Document. This course is designed to make emergency responders aware of the five components of NIMS, its purpose, principles, key components and benefits. The working group recommends that all chief executives of the various response agencies and other support elements such as municipal employees engaged in support of an emergency complete the web based course as an introduction to the NIMS and a “bridge” course to changes made from previous ICS courses. The link for this course is <http://training.fema.gov/EMIWeb/IS/is700a.asp>. The chief executives shall disseminate all pertinent information to the appropriate members of their agencies. Nothing in this plan shall restrict anyone from taking the IS 700.a course.

Effective June 1, 2008 there is a new IS 700.a course to reflect the NIMS upgrade. Those individuals who have previously taken IS 700 do not have to take the new curriculum.

- **IS 701/IS 701.a (Multi-Agency Coordination Center):** This course is designed to introduce support personnel to Emergency Operations Centers. The working group recommends all emergency management center personnel take this course. This course is offered online at <http://training.fema.gov/emiweb/is/is701a.asp>.
- **IS 702/IS 702.a (Introduction to the Public Information System):** This course is designed to introduce relevant personnel within the emergency response community with the ability to manage public information. The working group recommends that public information officers or those responsible for the management of information at an event or incident take this course. This course is offered online at <http://training.fema.gov/EMIweb/IS/IS702a.asp>.
- **IS 703/IS 703.a (Introduction to Resource Management):** This course is designed to introduce relevant personnel in the management of resources during an event or incident.

The working group recommends all relevant personnel who would work within the logistics sections of an Emergency Operations Center or Incident Command structure to take this course. This course is offered online at <http://training.fema.gov/EMIWeb/IS/IS703a.asp>.

- **IS 800/IS 800.B (Introduction to the National Response Framework):** This course is designed to introduce the National Response Framework to personnel whose primary responsibility is emergency management at the state level. It is recommended that command and mid-level emergency personnel at the State Emergency Operations Center take this course. This course is available online at <http://training.fema.gov/EMIWeb/IS/is800b.asp>.
- **Unified Command (TEEX):** This course is designed to specifically focus on the Unified Command Operations. This nationally sponsored course has been recognized as an important part of Vermont's overall curriculum. This course will target first responder supervisors, mid-level managers and executives of the first responder organizations who have completed the ICS 300 class. The two Academies, working in close coordination with the Vermont Homeland Security Unit, will sponsor the Unified Command Course each year.

All emergency responders who complete any course mentioned above are requested to submit a copy of their certificate of completion to the appropriate Public Safety Academy. If you are a member of the Emergency Medical Services you may report to the Vermont Department of Health, Emergency Medical Services Unit through their annual license process. All agencies and jurisdictions are required to show progress in the completion of the recommended courses outlined above. This progress will be measured annually by comparing the current NIMS Progress survey to the one submitted the previous year. All agencies must report their training progress to VTHSU through the annual NIMS Progress survey as a condition of receiving federal preparedness funds.

Preparedness Exercises:

The state of Vermont has developed a Homeland Security Exercise and Evaluation Program (HSEEP) that encompasses the disparate exercise programs within the state. This Multiyear Training and Exercise Plan (TEP) incorporates all aspects of NIMS into exercises sponsored by the state and encourages exercises funded by local, state and federal funds to use the HSEEP guidelines. Additionally, the strategy in the state plan recognizes that the state must exercise all-hazards concepts that include multi-disciplines, private sector and NGO partners, and jurisdictions. The state plan requires that corrective action and improvement plans be developed to address shortfalls noted during the no-fault evaluation. One of the program priorities is to review what progress has been made on improvement plans from previous exercises and provide support to help complete any items that have not been successfully completed. Finally, the Vermont Public Safety Academies have institutionalized ICS into appropriate training and exercise scenarios.

The Vermont Homeland Security Unit sponsors an annual Training and Exercise Planning Workshop in which all relevant organizations plan and coordinate training and exercises within the state.

COMMUNICATIONS AND INFORMATION MANAGEMENT

The state of Vermont and its local communities recognize the importance of communications in an emergency and support the “plain text” doctrine of communicating when multiple agencies and jurisdictions respond to a major catastrophe. The use of “ten-codes” and discipline language can complicate the response. It is understood that “codes” and “specific discipline language” during tactical situations are necessary and in no way should be restricted by this plan.

The Vermont Communications Board (VCOMM) has developed and is implementing a Statewide Communications Plan including a statewide interoperable radio network to be used during major incidents to ensure that common radio frequencies, terminology, standards and procedures are followed. Working in conjunction with the two Public Safety Academies and Homeland Security Exercise Planners, VCOMM is sponsoring communications exercises to all first responders and emergency support personnel. Seminars and workshops are available at local planning levels to build communications plans and introduce students to the Statewide Communications Interoperability Plan and Lifeline network.

Vermont Emergency Management has developed a system (web-enabled disaster management software) to ensure that Incident Commanders and support personnel at all levels have a common operating picture of the incident(s). This project is ongoing and has recently been introduced to local governmental entities. In the near future this program will be accessible to all agencies involved in an emergency response.

RESOURCE MANAGEMENT

Incident response and emergency support activities require the careful management of resources to meet incident objectives. By utilizing standard resource management concepts such as typing, inventorying and tracking, Incident Commanders and emergency support personnel can ensure efficient and effective deployment of appropriate resources to meet the incident objectives. Vermont’s progress to date is listed below:

- Inventory of response assets has been an ongoing effort by the planning community. Municipalities and agencies are encouraged to submit their response assets during these update sessions. The submission of an inventory of response assets is a condition of receiving federal preparedness grants.
- Inventoried assets submitted will be evaluated based on current and changing guidance from FEMA Resource Typing Standards.
- These assets will be placed into a web-enabled disaster management tool for access to all emergency response entities for deployment within and outside the state.

TYPING OF RESOURCES

The US Department of Homeland Security NIMS Integration Center (NIC) is working with stakeholders to enhance the national resource typing initiative, an important component of NIMS. Currently FEMA has established 120 typed assets across 14 sectors within two tiers. Tier one will be those assets within the state that are deployable outside the state borders. Tier two assets shall be those resources deployable within the state. Vermont has adopted the FEMA typing recommendations and has nearly completed the inventory of assets within the state. The state is in the process of identifying other resources beyond the list established by FEMA.

It is understood that the FEMA Typing document is fluid and will change. Nothing in this Resource Typing document prevents a state from “typing” resources for its internal use.

CREDENTIALING

The development of a nationwide credentialing system is a fundamental component of NIMS. A national credentialing system can document minimum professional qualifications, certifications, training and education requirements that define baseline criteria expected of emergency response professionals and volunteers for deployment as mutual aid to disasters. While such a system is meant to verify the identity and qualifications of emergency responders, it does not provide automatic access to an incident site. The credentialing system can help prevent unauthorized (i.e. self-dispatched or unqualified personnel) access to an incident site. To support this credentialing initiative, the NIMS Integration Center continues to use working groups to identify positions that should be credentialed and the minimum qualification, certification, training and education requirements for each position. The groups will represent the following disciplines:

- Incident Management
- Emergency Medical Services
- Fire Fighting and Hazardous Materials Response
- Law Enforcement
- Health Care
- Public Health
- Public Works
- Search & Rescue
- Animal Control / Veterinary

In addition to these discipline groups the NIMS Integration Center is working with other organizations to assist their development of credentialing for their disciplines, such as the APCO/NENA initiative to credential emergency dispatchers and the Citizen Corps initiative for credentialing volunteers.

Vermont has formed a working group to study the feasibility of and initiate the development of a statewide system to credential emergency response personnel for the sole purpose of deploying outside of the state through the EMAC system (in draft). This working group will collaborate with the various discipline-specific working groups that are formed to credential their respective disciplines.

The NIMS Working Group also recommends the adoption of policies, procedures and protocols to prevent self deployment of resources and bypasses official resource coordination processes. By utilizing the proper coordination processes it will ensure that mechanisms are in place to track a resource throughout the cycle: identify, order, deploy, demobilize and reimburse.

The working group makes the following recommendations to implement resource compliance objectives:

- Establish policies and procedures that model ICS Resource Management
- Ensure that each agency has members who have been identified as resource managers and have attended ICS 300, ICS 400 and specific skills courses (Planning, Logistics Section Chief)
- Encourage photographic identification cards that include name, agency, and current qualifications with an expiration date of no more than two years
- Maintain a secure perimeter as soon as practical at every incident and event
- Discourage self deployment of assets
- Maintain updated resource typing list with Vermont Emergency Management

STANDARDIZATION OF EQUIPMENT ASSOCIATED WITH THE BUILDING OF CAPABILITIES

The state of Vermont recognizes the advantages of ensuring that standardization of equipment and the ability of this equipment to operate efficiently between agencies is a goal. To the extent permissible by law, rules, and good common sense practices, all federal preparedness funds will be leveraged to ensure that equipment purchased to build out capabilities can operate efficiently during emergencies.

COMMAND AND MANAGEMENT

Incident management is the broad spectrum of activities that provide effective and efficient operations, coordination and support to an event or incident. Command and Management includes the Incident Command System, the Multi-Agency Coordination Function and the Public Information System.

The goals of the Command and Management component of NIMS are:

- to encourage all entities of Government to use ICS during all incidents and pre-planned events.
 - The Public Safety District Coordinators (PSDC) in each of the Public Safety Districts, as outlined in Title 20, have the responsibility to ensure the following:
 - The PSDCs shall support and coordinate with local command structures to ensure that every major incident or event in their assigned Public Safety Districts is being managed using the principles of ICS and shall provide assistance to them to ensure that ICS is being used.

- The PSDCs shall liaison with all local command structures to provide situational awareness for any major incident or event in their Public Safety District to Vermont Emergency Management.
- The PSDCs shall act as the liaisons between the Incident Commander and the Vermont Fusion Center for intelligence requests during a major event or incident that requires such liaison.
- The PSDCs shall support and coordinate with local command structures during all major events or incidents to ensure they have a sufficient communications plan as outlined in the Statewide Communications Interoperability Plan and provide support necessary to ensure efficient communications is available to the ICS organization.
 - Major events are defined for the purposes of the above requirements as those pre-planned events that require public safety permitting under Title 20. Additionally, those incidents where mutual aid is required beyond established pre-planning at the local level and support is required from the State Emergency Operations Center.
- to encourage all Emergency Operations Centers to support and coordinate with the incident command elements and to ensure effective communications exist with each emergency management function within the framework of a Multi-Agency Coordination System (MACS).
- to require the establishment of the Public Information System for the dissemination of information related to the emergency or event. The Public Information System must be seamlessly linked between the incident or event, the support and coordination function and political leadership.

All entities of government with emergency response and support responsibilities are required to manage all incidents and pre-planned events using the Incident Command System as a condition of receiving federal preparedness grants.

NIMS IMPLEMENTATION PLANNING PROCESS AND TECHNICAL ASSISTANCE

The Vermont Homeland Security Unit (VTHSU) is responsible for the implementation of NIMS in the state of Vermont. The Director of Homeland Security is the designated point of contact for NIMS compliance. Each entity of government is responsible for designating a point of contact for NIMS implementation. VTHSU has established the following planning process (Technical Assistance) to ensure that all organizations receive compliance metrics information and are reporting their progress as a condition of receiving federal preparedness grants:

- Agencies responsible for emergency response or support and coordination are required to complete and submit to VTHSU an annual NIMS Progress survey to demonstrate compliance progress.

- This survey is sent annually to first responder mail distribution groups and covers the Federal Fiscal Year. Additionally, the survey is posted and accessible on the Vermont Homeland Security web site (hsu.vermont.gov).
- These surveys capture the information necessary to provide the Department of Homeland Security a mandatory report from the state on NIMS progress.
- These surveys request each agency to designate a person to be that agency's Vermont Homeland Security/NIMS POC.
- The Public Safety Academies are required to report to the VTHSU quarterly on the progress of ICS training.
- The State Training Officer at Vermont Emergency Management is required to submit monthly reports received from the Emergency Management Institute on relevant NIMS courses completed by Vermont emergency personnel to the Vermont Homeland Security Unit and the two Public Safety Academies.
- The Training Academies and VEM will maintain documentation of all course deliveries in which their respective Training Coordinators were involved.
- VTHSU staff provides local governmental entities with NIMS updates while attending the various emergency planning meetings. These updates include metric changes, NIMS survey updates and answers to general questions on requirements.
- VTHSU Grant Managers provide NIMS guidance during routine grants management. Grants Managers are required to validate NIMS compliance before grants are awarded or amended.
- VTHSU staff conduct programmatic monitoring visits and assist in ensuring that NIMS compliance is being communicated to the local and state agencies. Additionally, VTHSU provides technical assistance to all agencies to ensure NIMS compliance.
- Vermont Emergency Management submits a quarterly progress report updating the VTHSU on the progress of municipalities establishing and updating their Emergency Operations Plans.

APPENDIX A
Training Matrix

Vermont First Responders Recommended ICS Training

ICS TYPE	LEVEL	TARGET GROUPS
100	Introductory	First responders, emergency management personnel, critical incident dispatchers, municipal highway department personnel and other relevant positions or as directed by the chief executive of the agency.
200	Basic	Municipal highway department supervisors, first responder supervisors and emergency management directors and coordinators who would likely be assigned as unit leaders and above within an ICS structure or as directed by the chief executive of the agency.
300	Intermediate	First responder supervisors, mid-level managers and members of a Multi-Agency Coordination Center who would likely be tasked to serve in the Command and General Staff within an ICS structure or as directed by the chief executive of the agency.
400	Advanced	Chief executives of first responder organizations who would expect to function within a major catastrophe should complete the course and evaluate who, if anyone, in their respective departments would need this advanced training. This course targets those personnel who would be in the Command and General Staff during a catastrophic event.
402	ICS for Executives	Chief executives to include town managers and mayors, selectboards and city council members, school principals and appropriate senior government officials.
G-191	ICS/EOC Interface	Senior elected and appointed officials.
IS 700/IS 700.a	Introduction to NIMS	Chief executives of the various response agencies, other support elements and municipal employees engaged in support of emergency responses. The chief executives shall disseminate all pertinent information to the appropriate members of their agencies. Nothing in this plan shall restrict anyone from taking the IS 700 course.
IS701/IS 701.a	Intro to EOC	Emergency management personnel
IS702/IS 702.a	Intro to PI	Public Information Officers
IS 703/IS 703.a	Intro to Resources	Logistics personnel at EOCs and Incident Command
IS 800/IS 800.B	Intro to NRP	Executive and mid-level emergency management personnel at the state level
Unified Command	Advanced	First responder supervisors, mid-level managers and executives who have completed ICS 300

The above target groups are recommendations only. Executives of first responder organizations and support entities must decide what priorities they have.

APPENDIX B
Federal Preparedness Grants Impacted by NIMS Compliance

Federal Preparedness Grant Programs as Reported to the NIMS Integration Center

Environmental Protection Agency (EPA)

1. Security Enhancement and Emergency Preparedness Planning at Water Utilities
2. EPA Grant and Contract vehicles to move funding from DHS to localities for the regular retrieval of Bio Watch sampling filters and delivery for analysis

Nuclear Regulatory Commission (NRC)

NRC provides pharmaceutical intervention to states with populations within the 10-mile emergency planning zone of commercial nuclear power plants

Department of Justice (DOJ)

1. State Domestic Preparedness Equipment Support Program
2. Antiterrorism and Emergency Assistance Program
3. Domestic Anti-Terrorism Technology Development Program
4. COPS Interoperable Communications Technology Program

Department of Agriculture (USDA)

1. State Fire Assistance
2. Volunteer Fire Assistance
3. First Responder Initiative

Department of Energy (DOE)

1. Working Agreement: DOE, the Shoshone-Bannock Tribes and the Idaho National Engineering and Environmental Laboratory
2. Environmental Oversight and Monitoring Agreement: Office of Nuclear Energy and the State of Idaho
3. Agreement-in-Principle: Waste Isolation Pilot Plant (DOE), the Western Governors Association and the State of Idaho
4. Office of Civilian Radioactive Waste Management Training Program
5. Agreement-in-Principle with the State of Texas Energy Conservation Office
6. Agreement-in-Principle with six counties and the State of Nevada
7. SC Emergency Management Division Agreement-in-Principle Grants
8. SC Dept. of Health and Environmental Control Agreement-in-Principle Grants
9. Georgia Emergency Management Division Agreement-in-Principle Grants
10. Cooperative Agreement: Western Governors Association, Southern States Energy Board, Mid-West and North East Council of State Governors
11. Office of River Protection Grant
12. Memorandum of Understanding (MOU): DOE and City of Miamisburg
13. Ohio Field office MOU with West Valley, NY, Volunteer Hose Company

Tennessee Valley Authority (TVA)

1. Supplemental Agreements: Tennessee Emergency Management Agency and Alabama Emergency Management Agency, for off-site support of nuclear power plant radiological emergency plans.

Department of Homeland Security (DHS)

1. State Homeland Security Grant Program
2. Assistance to Firefighters Grant Program
3. Interoperable Communications Equipment Grant
4. SARA Title III Training Program
5. Urban Search and Rescue
6. State and Local Emergency Operations Centers (EOCs)
7. Community Emergency Response Teams
8. Emergency Management Performance Grants
9. Chemical Stockpile Emergency Preparedness Program
10. State and Local Emergency Operations Planning Grants
11. Citizen Corps
12. Metropolitan Medical Response System
13. National Fire Academy Training Grants
14. First Responders Grants
15. Port Security Grant Program

Department of Health and Human Services (HHS)

1. Public Health and Social Services Emergency Fund
2. State Rural Hospital Flexibility Program
3. EMS for Children
4. Superfund Hazardous Substances Basic Research and Education
5. Metropolitan Medical Response System
6. Immunization Research, Demonstration, Public Information and Education
7. Surveillance of Hazardous Substance Emergency Events
8. Human Health Studies, Applied Research and Development
9. Immunization Grants
10. Bioterrorism Preparedness Programs

Department of Education

1. School Emergency Response and Crisis Management Plan Discretionary Grant Program

Department of the Interior (DOI)

1. Rural Fire Assistance Program
2. Earthquake Hazards Reduction Program
3. Volcano Hazards Reduction Program

Department of Transportation (DOT)

1. Hazardous Materials Emergency Preparedness Training and Planning Grants
2. Airport Improvement Program
3. Satellite-based Mobile Communications Tracking System for Hazardous Materials
4. Un-tethered Trailer Tracking and Security Project
5. Operation Respond
6. Maritime Transportation Security Act (MTSA) Training
7. Ready Reserve Force
8. Priority Use and Allocation of Shipping Service, Containers and Chassis; Port Facilities, Services for National Security and National Defense Related Operations.

As of August 2005